

# SHERIFF SALE

## INSTRUCTIONS:

1. Contact the Motor Vehicle Division (MVD) of the state the vehicle is licensed in to obtain their procedure/forms for requesting another person's motor vehicle current information for the purpose of notifying the owners of towed, abandoned or impounded vehicles. Contact information for some MVD offices in nearby states is listed below for your convenience. Provide a total description of the vehicle (year, make, model, serial number, title number and license number). Conduct a thorough search of the vehicle interior for old registration paperwork to send to the MVD. *(In Montana, there is a \$6.00 search fee, so be sure to include a check made out to the State of Montana and complete the attached form "Release of Motor Vehicle Records" (MV210). This form is used to get information using a license plate number, vehicle description, or person's name. Make sure to follow all instructions, including having the form notarized or providing a legible copy of one of the acceptable forms of I.D. listed)*
2. Ask the Registrar for the last known registered owner(s) and lien information. If there is a lien, your letter from the Motor Vehicle Division will advise who the lienholder is and their address. Contact the lienholder to ascertain whether or not the lien has been released and what can be done to satisfy it. If the lien is satisfied, then follow Step 3.
3. Send a **certified letter (return receipt requested)** to **all** last known owners and any lienholders listed on the Motor Vehicle Division letter, advising that you have the vehicle in your possession and that you are asking the Sheriff's Office to help you obtain a title. A sample letter is included in this packet. You are allowed an \$8.00 per day storage fee of which you can advise the registered owner in your letter. The post office will return to you either the green card (return receipt) or the entire letter as undeliverable. Allow 15 days for response. Keep copies of all certified letters sent and the original return receipts.

**(NONE OF THE ABOVE PAPERWORK CAN BE OVER 60 DAYS OLD WHEN RETURNED TO THIS OFFICE)**

4. Bring the letter from the Motor Vehicle Division and all certified articles/return receipts to the Flathead County Sheriff's Office Civil Department and we will proceed with a Sheriff Sale.

Title and Registration Bureau  
Motor Vehicle Division  
1003 Buckskin Drive  
Deer Lodge, MT 59722-2375  
(406) 846-6000  
[www.doj.mt.gov/driving](http://www.doj.mt.gov/driving)

DMV - Information Services  
Public Operations, Unit G-199  
P.O. Box 944247  
Sacramento, CA 94244-2470  
(800) 777-0133 (916) 657-8098  
[www.dmv.ca.gov](http://www.dmv.ca.gov)

Idaho Transportation Department  
Vehicle Services/Title MVR Desk  
P.O. Box 7129  
Boise, ID 83707-1129  
(208) 334-8649  
[www.itd.idaho.gov/dmv](http://www.itd.idaho.gov/dmv)

Oregon Motor Vehicles Division  
1905 Lana Ave NE  
Salem, OR 97314  
(503) 945-5000  
[www.oregon.gov/ODOT/DMV](http://www.oregon.gov/ODOT/DMV)

Public Disclosure  
Department of Licensing  
P.O. Box 2957  
Olympia, WA 98507-2957  
(360) 902-3780  
[www.dol.wa.gov](http://www.dol.wa.gov)

Department of Transportation  
Motor Vehicle Services  
5300 Bishop Blvd  
Cheyenne, WY 82009-3340  
(307) 777-4710  
[www.dot.state.wy.us](http://www.dot.state.wy.us)

Colorado Department of Revenue  
DMV – Title Section  
Denver, CO 80261-0016  
(303) 205-5607  
[www.colorado.gov/revenue/dmv](http://www.colorado.gov/revenue/dmv)

Utah State Tax Commission  
Motor Vehicle Division  
210 North 1950 West  
Salt Lake City, UT 84134  
(800) 368-8824  
[www.dmv.utah.gov](http://www.dmv.utah.gov)

Department of Transportation  
Motor Vehicle Division – Records  
P.O. Box 2100  
Phoenix, AZ 85001-2100  
(800) 251-5866 (602) 255-0072  
[www.azdot.gov/MVD](http://www.azdot.gov/MVD)

\*For other states, contact the Department of Motor Vehicles at (406) 758-5690.

**SAMPLE LETTER TO OWNER / LIENHOLDER**

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vehicle Information:**

Year: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ VIN / Serial #: \_\_\_\_\_

The above-described vehicle has been abandoned. Please respond within fifteen (15) days of the date of this letter or action will be taken through the Sheriff's Office to obtain a title and dispose of the vehicle.

A storage fee of \$\_\_\_\_\_ (assessed at \$8.00 per day), along with any other applicable fees, must be paid at the time you pick the vehicle up.

*Note: You may attach copies of invoices to this sample letter and send it by certified mail (return receipt requested) to the registered owner(s) and lienholder(s). Allow 15 days to respond.*